

INSTRUCTIONS FOR COMPLETING DOCUMENT

In the tab named "Responses", proposers are to provide a point value for each identified requirement from Section IV, "Scope of Work" from the RFP. For each requirement, proposers shall select their point value from the pull-down list included in each cell of the "Proposer Points" column (only those cells with a light-blue highlight), according to the following scale:

In the "Proposer Points" Column:	Respond with a 5 if your proposed system meets the requirement EXACTLY as specified . The County will assume a response of "5" indicates the requirement is satisfied in both outcome and method without any modification to user operation.
	Respond with a 3 if your proposed system does LESS THAN WHAT IS SPECIFIED and your firm believes it can still meet the intent of the requirement because your offering provides the intended outcome but requires adjustment to the method of user operations. For example, if a user operation is required and your offering provides for the same outcome of that operation but it provides it through a different method (such as a different type of button-press), respond with a 3. Please provide a description of exactly how the method of your offering varies from the County's requirement(s) and how you feel it meets the overall intent for the outcome of the requirement .
	Respond with a 1 if your proposed system does LESS THAN WHAT IS SPECIFIED . Please provide a description of exactly how your offering varies from the County's requirement(s), including the parts of the requirement that are and are not met by your offering .
	Respond with a 0 if your proposed system cannot meet any part of the intent of the requirement(s) .

Proposers must provide explanations, clarifications, details, etc. to any requirement that is assigned a point value of 3 or 1. (Such comments are not required for point values of 4 as such a designation implies that proposer meets the requirement exactly as stated. Similarly, such comments are not required for point values of 0 as such a designation implies that proposer cannot in any way meet either the letter or the intent of the requirement.) Such narrative is to be provided in the specific section of the Response Document that is designated in the corresponding "Associated Response Document Section" column.

Any "Proposer Point" cell that is not assigned a value by the proposer will be assigned a value of "0" by the County.

Requirement Priorities

Priority	Definition
Critical	A requirement that affects the overall viability of the project - Inability to meet a requirement of Critical priority jeopardizes user participation in the system.
High	An extremely important requirement - Inability to meet a requirement of High priority will prevent end users from performing their duties.
Medium	An important requirement - Inability to meet a requirement of Medium priority will affect the way in which end users perform their duties.
Low	A requirement that is not important - Such a requirement would be "nice to have" but users can complete their duties without it.
Informational	Not a "specifications requirement" but is requested for informational purposes only.

COMMENTS SECTION

Please include **sufficient detail** to ensure that the County understands your proposal and how it meets or exceeds our requirements. If **insufficient detail** is provided to confirm your ability to meet the requirement, the Counties reserves the right to **reduce the value of the numeric value submitted**.